



Supplier Q & A Rev. 1

RFP Number: DPH0000106	RFP Title: Positive Alternatives for Pregnancy
Requesting State Entity: Emergency Preparedness	Date: 9/09/16
Issuing Officer: Kathleen Lane	RFP Initially Posted to Internet: 8/05/16
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**The purpose of this document is to provide answers to supplier questions.
Please see Questions and Answers included herein.**

Note: This document is intended for informational purposes only. Any changes to the RFP must occur through a published addendum (or through publication of a new version of the RFP in Team Georgia Marketplace™). If multiple Q & A documents are posted, the most recent Q & A shall govern in the event of a conflict.

QUESTIONS AND ANSWERS

#	Questions	Referenced RFP Section	Answers
1. 1.	Under this deliverable is childcare and transportation (cab/car-where buses are not on route) vouchers appropriate or allowable for one year.	Attachment 7, #2 (e)	Yes
2. 2.	Is the 85% of the annual revenue based on the last audit and financial statements?	Attachment 7-Roman V. #8	Yes
3. 3.	Can medical information be provided to fathers? Can a program include a fathering component up to 1 year?	Attachment 7, #2 (a); (f) and (g)	Funds from this program can only be used to support pregnant women. Any programmatic component that includes fathers, or other family members, would need to be supported by other funding sources.



#	Questions	Referenced RFP Section	Answers
4. 4.	In the eRFP, section 2.1.12, it states an audited financial statement is required. However, the Mandatory Scored Questions form states that a copy of the most recent internal financial statement and a letter from their financial institution stating the offeror's financial stability is acceptable. We can only meet the requirement described on the mandatory scored questions by the bid deadline. Will this be acceptable?	eRFP, section 2.1.12,	The requirements in the Mandatory Scored Questions are acceptable to respond to the RFP
5.	In the Mandatory Scored Questions, Experience #2 and #3, our experience in managing communications, administering grants, gathering info for reporting, evaluating center qualifications, etc. has been for Life Resources of Georgia's own initiatives. We have been working with over 65 pregnancy centers for the last nine-plus years using these management skills to benefit the centers. How do I convey this info to provide an answer for #2? Would you want reference letters (#3) from three pregnancy centers validating our proficiency in these areas?	Mandatory Scored Questions	If the agency has never received grant funding from any agency before then they would need to include any information they believe would be beneficial to substantiating their ability to meet the deliverables as outlined in the RFP.



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6.	Are the Tax compliance form and the Certificate of Non-collusion part of the bid submission?		<p>Yes – Here are the forms that must be submitted with the bid:</p> <p><i>FAILURE TO SUPPLY THE COMPLETED DOCUMENT(S) WILL DEEM THE BIDDER AS NON-RESPONSIVE.</i></p> <p>1. Supplier General Information Worksheet 2. SPD-SP054 Immigration and Security Form (Attachment 4 of the Contract Shell) 3. Mandatory Response Worksheet 4. Mandatory Scored Response Worksheet 5. Cost Worksheet 6. Certificate of Non-Collusion 7. Tax Compliance Form 8. Signed Addendum Form</p>
7.	Please explain the comment regarding the maintaining of “15% of the total funding award to support administrative services and the additional grant funds must be dispersed to sub-grantees in order to provide direct services to eligible clients.	eRFP Section 1.1, paragraph 3	15% of the total funding award can be maintained by the contract management agency to support necessary administrative costs (i.e. salary, fringe, marketing, office supplies, etc.)
8.	Please verify that the Additional Scored Responses is not applicable to this RFP.	eRFP Section 4.5	That is correct. There are no Additional Scored Responses required.
9.	Please explain the comment stating “the resulting award of the contract does not guarantee volume or a commitment of funds”.	eRFP Section 1.7, last sentence	There is a remote possibility that we could lose funding in any given year. Additionally we cannot commit funds to a contract beyond the current fiscal year.
10.	Please define “contract management services with a similar scope of services.	Mandatory Scored Questions -Experience #1	Provide examples of management experience similar to the scope of deliverables outlines in the RFP.



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11.	Define standard reports.	Mandatory Scored Questions Experience – Reporting #3	Any regular (i.e. monthly, quarterly, annually) reports the agency currently produces to report programmatic outcomes and updates.
12.	Please explain how “unit of measure, cost per unit, number of units” apply to any of the categories listed under the description of services.	Cost Worksheet	Unit of Measure = Year Cost per Unit = your bid amount Number of Units = 1 <i>*See Cost Proposal Example</i>
13.	Please confirm that the “Event Detail” attachment to the Event Invitation Notification is a required document for this RFP, even though it is not shown on the list of eRFP attachments.	#8 in eRFP	When you submit your bid the system will generate the completed Event Detail document and attach it to the bid automatically.
14.	Do we have to complete Section 8 on the Supplier General Information Form	Supplier General Information	Yes. Even though you are a not-for-profit agency, the Tax Compliance form must be completed.
15.	Following the award of this bid, will the contract management agency have the ability to work with the Department on certain modifications of the grant application process in order to ensure the success of the program - as indicated by O.C.G.A.31-2A-33 (b)(1) which states the contract management agency will "create the grant application process"? If so, please describe		The contract management agency will use the application created by DPH in the application process; however, DPH will take into consideration the agency feedback and suggestions for amendment to the completed application.



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16.	Can the line "through any means" in Exhibit 2, paragraph 9 subparagraph (d) (see Contract Shell page 43) be clearly amended to read, 'Provider shall not promote any religious or political cause to an Eligible Client through the use of grant funds, including but not limited to counseling or written materials.'?"	Contract Shell page 43	See Contract Shell Exhibit B and/or RFP Addendum #2 issued 8/23/16
17.	Will the definition of "Eligible Client" be amend in the Contract Shell to conform with the definition in the statute which reads "Client means a person seeking or receiving pregnancy support services."?	Contract Shell	No. The enabling statute cites the Indigent Trust Fund clause of the Georgia Constitution as authority for this program, and the program must therefore be limited to persons who are "medically indigent" as defined in Code Section 31-2A-31(5).
18.	The grant statute states that the "agency" shall conduct the audit of each direct service provider "by an independent certified public accountant" (O.C.G.A. 31-2A-39) but the contract shell says DPH will conduct the audit.(See Contract Shell page 33). Will the Contract Management Agency be responsible for this audit (which is preferred by us) AND is that expense to be considered in the estimated cost of services we would be responsible for?	Contract Shell Page 33	The agency's obligation to audit the vendors under Code Section 31-2A-39 and DPH's right to audit are separate. DPH must have the ability to audit any vendor who receives public money from the Department.



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19.	Based on the set criteria listed in O.C.G.A.31-2A-36, may the contract management agency consider a direct service provider applicant that meets all of those criteria but who may only provide five of the eight services listed in O.C.G.A. 31-2A-34? (bidder acknowledges the DPH contract shell provision requiring direct service providers to provide all eight services allows for third party referral on some services but because of the non-profit nature of the providers, bidder is unaware of any such contracts existing with the estimated 70 potential applicants).		Is it our expectation that the vendors will have the capacity to deliver all eight services specified in Code Section 31-2A-34, either through their own workforce or by referral to a third party who would be reimbursed through program funds. We fully understand that at present very few entities are equipped to provide all eight services, and that they may need a reasonable amount of time to develop that capacity. If the vendor lacks capacity in one or more areas, we expect that it will begin expanding capacity quickly after joining the program. It is not our expectation that participating vendors will, after participating in the program for as long as a year, still be offering only one or two services (e.g., counseling and medical tests.)
20.	Along the lines of question 19, would DPH consider changing the requirement for applicants to show they provide all eight pregnancy support services and simply allow the contract management agency to take into consideration the number of services provided with the amount of funding awarded in each grant?		See #19 above
21.	The Contract Shell sets out hourly reimbursement rates and a list of reimbursable expense on page 45, but these appear to omit or conflict with the specific things that may be provided in O.C.G.A. 31-2A-34. Is this a typo AND may the grant fund those things described in the list of services?	Contract Shell	This is not a typo. These are the specific allowable reimbursement amounts for provider time and pregnancy tests. Other allowable reimbursable expenses should be outlined in detail, including amounts, in the proposed budget as outline in paragraph 4 on page 45.



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22.	Would you allow 90 days written notice of your intent to non-renew?	Contract Shell: Page 3 – B.2 – Contract Renewal	30 days is standard in all of our contracts. This power is used very, very rarely.
23.	Would you allow the agency “termination for cause” rights, specifically if the state were to get more than 180 days behind in payments?	Contract Shell: Page 5 – E.2 – Termination for Cause:	It seems fair to allow the agency to terminate the contract for material breach.
24.	Would you allow 90 days’ notice of termination of contract and a corresponding right for the agency?	Contract Shell: Page 6 – E.4 – Termination for Convenience	See #22 above.